

**U.S. SECURITIES AND EXCHANGE COMMISSION
PUBLIC NOTICE OF VACANCY
SENIOR OFFICER (SO) Position
(SES Equivalent)**

**Deputy Director
DHA-05-011-DW**

Opening Date: 10/27/04

Closing Date: 11/10/04

POSITION TITLE

Deputy Director, Office of Information Technology

FULL PERFORMANCE LEVEL

SO 2210-Level 2 (\$136,402-\$203,000)

PAY PLAN, SERIES, GRADE

SO-2210-Level 1 (\$121,786-\$183,166)

COMPETITIVE CIVIL SERVICE STATUS IS NOT REQUIRED

This is a non-bargaining unit position

NUMBER OF VACANCIES

One

WORK SCHEDULE

Full-Time

AREA OF CONSIDERATION

(U.S. Citizenship Required)

ORGANIZATION AND DUTY STATION

Office of Information Technology
Alexandria, VA

ALL SOURCES

FOR ADDITIONAL VACANCIES THAT MAY BE AVAILABLE, PLEASE SEE: www.sec.gov/jobs.shtml

SUMMARY OF CRITICAL DUTIES: As the Deputy Director, OIT, the incumbent functions as the Chief Technology Officer and Deputy Director of the Office of Information Technology, under the general direction of the Chief Information Officer. The incumbent directs and oversees all activities within the infrastructure and support groups, with responsibility for day-to-day operations, planning and implementation of improvement initiatives. This includes the development and management of project plans, budgets, and performance targets, management of the employee and contractor workforce, and development of related operating policies and processes. Drives the creation of an overall technical architecture for the agency, including documentation of the current state and future state and establishment and management of a migration plan to achieve future improvements in efficiency and effectiveness. Maintains knowledge of best practices and technologies for infrastructure and support operations. Works with the Chief Information Officer, the senior leadership of the SEC's program divisions and offices, and others throughout the Commission to define the agency's technology needs, technology strategy and architecture and the investment plans and other initiatives needed to optimize the SEC's use of technology.

QUALIFICATIONS REQUIRED: You must meet the minimum qualification requirements, which include the basic and specialized experience requirements, described below to be considered for this position. These requirements are in accordance with the U.S. Office of Personnel Management Qualification Standards Handbook.

Specialized Experience Requirement

You must have at least 52 weeks of specialized experience at the GS-15 or equivalent level (i.e., SK-16/17 at the SEC), or equivalent experience in the private sector, AND significant supervisory/managerial experience. The specialized experience directly involves: directing and overseeing the management of all activities of multiple functions within an IT organization, particularly those functions dealing with technical infrastructure planning, design, operations, and support.

Candidates who are currently SES at other Federal agencies AND have had competitive career status as a General Schedule or equivalent Federal employee, may apply for reassignment.

Senior Officer "SO" Core Qualifications:

If you meet the requirements described above, a panel of three executives will review and rate your application on the four "Senior Officer Core Qualifications" identified below.

Please address each of the four Senior Officer Core Qualifications below, **in writing AND on separate sheets of paper**, clearly describing **and** giving examples that describe the extent of your experience. If your application does not show experience in each category, you may be determined ineligible or receive a low rating.

I. MANDATORY TECHNICAL EXPERIENCE: (Applicants must address factors to be considered)

Mandatory technical ranking factors are used to ascertain the extent of your knowledge, skills, and abilities as they relate to the specialized experience of the position. Provide examples that illustrate:

1. Experience leading an IT organization to make significant, tangible improvements in its efficiency and/or effectiveness, particularly among the organization's infrastructure and support functions (e.g., servers, storage, desktops, networks, user support), and involving both business users and technical staff in making the required decisions and changes.
2. Experience setting technical direction and making technology decisions for an enterprise, e.g., in terms of platforms, architectural choices, vendors, and implementation options; should involve technical insight and leadership across the multiple functions of an IT organization, and the analysis and communication activity necessary to effectively implement the plans.

II. MANDATORY MANAGEMENT EXPERIENCE:

Experience designing and implementing strategies which further the organization's vision, mission and goals; maximize employee potential; and foster high ethical standards. This includes the ability to provide leadership to inspire, motivate, and guide others toward goal accomplishment; effective use of performance standards and processes to ensure impact; and fostering commitment, team spirit, pride and trust to help the organization meet its organizational and strategic goals.

III. LEADING CHANGE/ACHIEVING RESULTS:

Experience developing and implementing an organizational vision integrating strategic goals, priorities, values, and other factors of that organization. Applicant must give an example of a major program change or project they led, which identifies how they exercised sound leadership and motivated managers and employees to incorporate vision, strategic planning, and elements of quality management into achieving **results or change** for the organization.

Examples given **MUST** stress **accountability and performance improvement**. This includes dealing effectively with pressure, being open to change and new information, identifying and integrating key issues affecting the organization (including political, economic, social, technological, and administrative factors), setting standards to promote customer service and/or quality, and holding self and others accountable for achieving these standards. Examples must illustrate how applicants went from point "A" (problem to solve) to point "B" (end result/change for the organization).

IV. BUILDING COALITIONS/COMMUNICATION:

The ability to explain, advocate, and express facts and ideas (both orally and in writing) in a convincing manner, and negotiate with individuals and groups both internally and externally. Applicants must be experienced in representing and speaking for the organizational unit and its work (through speeches, presentations, negotiations, etc) to those within and outside the office. This factor involves the ability to develop an expansive professional network with other organizations and to identify the internal and external issues that impact the work of the organization.

EVALUATION OF CANDIDATES

If you are a displaced employee, you must attach to the front of your application proof of eligibility, such as a SF-50. If you are a displaced Federal employee separated within the local commuting area of the position, your application will be reviewed to determine minimum qualification requirements and, if you are found minimally qualified, then your application will be rated to determine whether you meet the well qualified criteria that have been established for the above position. A well-qualified displaced candidate will be referred before any other qualified candidates inside and outside of Federal service. All other applications will also be evaluated against the qualifications required for the position and evaluated by a panel of subject matter experts based on the information in your application. If you do not address the Senior Officer Core Qualifications to clearly describe the extent of your experience, you may be determined ineligible or receive a low rating.

Candidates who meet the Minimum Qualifications Required will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the Senior Officer Core Qualifications.

Disabled veterans, individuals with disabilities, and veterans eligible for special OPM appointing authorities are strongly encouraged to apply.

HOW TO APPLY AND WHERE TO SEND APPLICATION

The SEC has contracted with JDG Associates to accept and review the applications for this position. Their e-mail address is resumes@jdgsearch.com. Upon receipt and review of the resume, they in collaboration with the SEC Office of Human Resources and Administrative Services will determine which highly qualified candidates to refer to management for further review.

While we are using a contractor, federal hiring regulations are still in force.

If you are a veteran, a copy of a DD-214 verifying honorable military service is required for special consideration. Please indicate on your application the dates of service, your rank at the time of discharge, and any service medals received. Additional information on Veterans Preference requirements can be obtained from:
<http://www.opm.gov/veterans/html/vetguide.asp>

None of these forms will be subsequently loaned or returned to you.

DO NOT submit applications directly to the SEC for this position. Submit your application only to the contractor (JDG Associates cited above).

Candidates must meet all eligibility requirements by the closing date of the vacancy announcement.

Moving expenses Will be paid for this position.

The Securities and Exchange Commission may pay for limited moving expenses for a new appointee such as: the cost of transportation for the appointee and his/her immediately family members from current residence to an SEC official duty station; per diem expenses (hotel and meals, if applicable) for the new appointee only while en route to new duty station; the costs of transportation and temporary storage for up to 18,000 pounds of household goods; Ninety days of temporary storage may be authorized with the option for up to an additional 90 days subject to approval; the cost of shipment of privately owned vehicle.

EMPLOYEES however, must sign a **one-year service agreement** BEFORE any expenses can be authorized. All allowances are paid within the parameters of the Federal Travel Regulation rates and restrictions. * * * Current Federal Employees may receive additional benefits, which will be explained in detail later if selected for this position.

New supervisors will serve a one-year supervisory probationary period.

The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment.

REASONABLE ACCOMMODATION: The SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OHRAS. The decision on granting reasonable accommodation will be on a case-by-case basis.

EQUAL EMPLOYMENT OPPORTUNITY

Candidates will be considered without regard to any non-merit reason such as race, color, religion, sexual orientation, national origin, or disability. Disabled veterans, individuals with disabilities and veterans eligible for special OPM appointing authorities are strongly encouraged to apply.